

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggestion for Employee Bulletin

FROM:

C/HSD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DC/SER/HSD

9/27

JH

2.

C/HSD

9/27

A

3.

C/OPS/PAS

30 SEP 1985

10/2

J

4.

5.

DD/PAS

2 OCT 1985

10/2

RVC

6.

7.

8.

C/PPG - please publish

not

9.

C/POLICY

10/7

SS

10.

10/7/85

fme

12.

13.

14.

15.

Attached is a copy of a suggested employee bulletin outlining the responsibilities of both escorts and employees with respect to monitoring uncleared contractors. The increased construction work and the addition of the I.C. escorts necessitates the need for employee re-education in this area. HSD would like to have this notice published ASAP as the confusion is mounting among Agency employees regarding responsibilities in this area.

I prefer to discuss any changes made before publication

3 to 5 + 8: looks good for publication

8 to 9: Please take a look. I assume this should be published as an agency notice. coordinate any change with

9-10 - my comments attached. Please review. If you agree with my suggestions, coordinate with

Page Denied

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